

# **User Guide: Registering and Making Account Changes**

## KIAS - Kansas Integrated Accountability System for ESI users

- Adding KIAS to an existing Authenticated Application account
- Registering for a new Authenticated Application account

All registrations and changes to user accounts will be reviewed and approved by the superintendent.

Users will receive an email when access is granted.

Access/User Levels*				
Level	My Access Level	Defined Roles and Responsibilities		
District	District Admin	May enter, edit, view, and submit emergency safety intervention data		
		for all buildings in the district.		
Building	Building User	May enter, edit, view, and submit emergency safety intervention data		
		for only the building for which the user is registered.		
District User access level		ESI users do NOT register for this access; this level CANNOT enter,		
		edit, view or submit emergency safety intervention data.		

#### **TIPS for Registering:**

- o User Name cannot contain spaces.
- Password must contain at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character. Do not use the characters &, #, <, or >.
- KSDE does not store passwords or security question information. To retrieve a password access this URL: https://apps.ksde.org/authentication/requestPassword.aspx

For assistance in determining whether you already have an account, call Karen at 785-291-0599.

## **Adding KIAS to an Existing Authenticated Application Account:**

- Login at <u>https://apps.ksde.org/authentication/login.aspx</u>
- 2. Click Manage My Account
- Scroll through the list of available programs and select Kansas Integrated Accountability System (KIAS) by clicking the corresponding checkbox.
- 4. Select Building User or District Admin (see Access/User Levels table above to decide which access level you need) as the Application Access Level (must click on the words "Building User" OR "District Admin" so they appear in dark blue).
- 5. Enter **birthdate** and **answer** the security question.
- 6. Click **Submit** when the form is completed.

### **Registering for a New Authenticated Application Account:**

https://apps.ksde.org/authentication/login.aspx

1. Click **Register** (located at the bottom of the screen).

	KSDE User Registration Form			
Back to Login Page				
* Indicates required field.				
Please enter your business co	ntact information:			
First Name:	Last Name:			
Phone #.*	Fmail Addre	es.*		
Priorie w.	Email Flour			
Please select the organization and b	oullding that you belor	g to:		
Organization: USD		✓ Building: Elementary	~	
Please select the applications that y	ou would like to acces	Application Access Level		
AMOSS - Academic Measures of S	Student Success			
□ Amodo - Acaseline measures of c	nudein Cuccess	Building		
☐ Kan-Service		School User		
		School Read Only		
✓ Kansas Integrated Accountability S	ystem (KIAS)	Building User		
Student Record Exchange		School Send Receive Records A		
		School Receive Records Only V		
☐ Teacher Access to Student Performance (TASP)				
	nance (TASP)	School Update School Approve		

- 2. Complete the online registration form:
  - a. Select your district as the **Organization**
  - b. Select your building, if you are registering for Building User as your Application Access Level, <u>OR</u> All **Buildings**, if you are registering for District Admin as your Application Access Level, as the **Building**
- 3. Scroll through the list of available programs and select **Kansas Integrated Accountability System (KIAS)** by clicking the corresponding checkbox.
- 4. Select **Building User or District Admin** (see Access/User Levels table above to decide which access level you need) as the Application Access Level (must click on the words "Building User" OR "District Admin" so they appear in dark blue).
- 5. Enter **birthdate**, a **security question**, and the **answer** to the security question.
- 6. Click **Submit** when the form is completed.

For assistance with your login, please contact the KSDE IT Help Desk at (785) 296-7935.